

<b>Process Name:</b> Personnel Administration		<b>Process Identifier:</b> PA	
<b>Sub-Process Name:</b> Disciplinary Action		<b>Sub-Process Identifier:</b> PA-5	
<b>Sub-Process Purpose and Objectives:</b> The process provides the method for the State to discipline employees for poor performance, inappropriate behavior, etc.			
<b>Sub-Process Description:</b> A disciplinary action may be the result of a performance evaluation or some other event or behavior that requires immediate action. The Disciplinary action process begins when the supervisor recommends that the employee be disciplined (this may be preceded by optional oral and written warnings). The supervisor reviews the action and the reasons with the employee. If this is an initial or subsequent probation, the employee may be immediately demoted or terminated and there is no appeal. Otherwise, the employee may request a due process hearing. If the employee does not request a hearing, then the disciplinary action is implemented and entered into the system through the Personnel Action process. If the hearing is requested, then the hearing is conducted and the hearing officer makes a recommendation to the appointing authority. The appointing authority makes decision and the employee is notified. If the disciplinary action is upheld it is immediately implemented and entered into the system through the Personnel Action process. If the employee does not agree with the decision, then they may file a Grievance.			
<b>Sub-Process Trigger(s):</b> <ul style="list-style-type: none"><li>Unacceptable performance</li><li>Employee conduct requiring immediate action</li></ul>		<b>Key Sub-Process Participants:</b> <ul style="list-style-type: none"><li>Employee</li><li>Agency</li></ul>	
<b>Inputs:</b>			
<b>Input</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Suppliers</b>
Personnel master file	Database	45,000 active employees	Personnel and agency users
<b>Outputs:</b>			
<b>Output</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Recipients</b>
Updated personnel records	Database		Personnel and agency users

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Employee notification	Letter		Agency, Personnel, and employee
Grievance	Letter		Personnel (grievance)
<b>Performance Measures Tracked:</b>			
<b>Measure</b>		<b>Approx. Value</b>	<b>Target Value</b>
<b>Laws, Regulations, and Policies That Govern Sub-Process:</b> TCA 8-30-325,326,330,331			
<b>Current Sub-Process Issues/Problems:</b>			
<b>Improvement Opportunities:</b>			
<b>Opportunity</b> <i>Merge cells to link one Opportunity to multiple impacts)</i>		<b>Organizational Impacts</b> <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
<b>Applications that Support the Sub-process</b>			
<b>Application Name(s)</b> <i>(Internal name and vendor's name)</i>		<b>Technology Description</b> <i>(Programming vendor, language, platform, database, etc.)</i>	
SEIS		In house developed, COBOL, IBM mainframe, IMS	

